

ADS Mandatory Reference: 522

ADS Supplementary Reference: N/A

File Name: DRCD 8/522518m

UNITED STATES USAID MISSION TO (**Country**)
C/O AMERICAN EMBASSY
(**City, Country**)

TO: Deputy Assistant Secretary for Passport Services
ATTENTION: CA/PPT/WNS/SD

FROM: _____ (**Name**)

(Executive Officer USAID/Country)

SUBJECT: Passport Request

It is requested that a (**Diplomatic/Official**) passport be issued to the below named applicant.

APPLICANT NAME: _____ (**Last**) , _____ (**First**) , _____ (**Middle**)

STATUS: ☐ USAID Employee ☐ Dependent

☐ Other (**Explain**) _____

EMPLOYEE NAME: _____ (**Last**) , _____ (**First**) , _____ (**Middle**)

GRADE: _____ **POSITION:** _____

POST: USAID/ _____ (**Country**)

APPLICATION DATE:____ **AND PLACE:** _____, _____

It must be appreciated if the passport shall be forwarded to the American
(Embassy/Consulate) at (City), (Country).

cc: U.S. Agency for International Development
Travel and Transportation Management Division
Washington, D.C. 20523

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